



Indiana Department of Transportation

Division of Land Acquisition

100 North Senate Avenue, Room N955

Indianapolis, Indiana 46204-2219

PHONE: (317) 232-5058 - FAX: (317) 233-3055

DATE: _____
PROJECT: _____
PARCEL: _____ CODE _____

Dear _____ :

This is to advise you that on _____ the Indiana Department of Transportation initiated negotiations for the property you occupy. This letter is to notify you of your eligibility for relocation assistance as a displaced person. If you occupied this property on the date negotiations were initiated, you may be reimbursed the reasonable cost of moving, searching for a replacement site, and certain reestablishment expenses at the replacement site. You may be eligible to receive a payment in lieu of moving, searching, and reestablishment expenses if you anticipate going out of business or losing substantial patronage because of the move.

There are certain requirements that must be met in order to receive relocation payments. Payments to which you are entitled will be made available in sufficient time to allow you to secure a replacement site. If you are tenant whose entire business site is being acquired, all claims for relocation payments must be submitted within 18 months of the date you move from the displacement site. If you are a tenant who has been given the option of relocating per the Relocation Unit, but are not forced to do so, then you have 18 month from the later of (a) the date of this notice or (b) the date your landlord is paid for the property being acquired to file claims. If you are the property owner, all claims for relocation payments must be submitted within 18 months of the later of (a) the date you receive payment for the real property, or (b) the date this letter is issued. A Relocation Specialist will assist you in preparing your claims.

Please be advised that any person may appeal the State's eligibility determination or amount of relocation payment by submitting a written appeal to the Relocation Unit within 60 days of the date of that determination.

(over)

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THIS IS NOT A NOTICE TO VACATE. You will not have to move sooner than 90 days

after the issuance of this notice. The Indiana Department of Transportation will not require you to move from the property you now occupy sooner than _____ which is at least 90 days from the date of this letter.

If you desire further information, you may contact the Central Relocation Office at 100 N. Senate Avenue, Room N955, Indianapolis, IN 46204, Telephone (317) 232-5056, FAX (317) 233-3055 or the Project Relocation Office located at _____

Telephone _____

Your cooperation in providing a modern transportation system for the State of Indiana continues to be appreciated.

Relocation Specialist

Please acknowledge receipt of this letter with your signature below:

Relocatee

Date